

**New York State  
Spinal Cord Injury Research Symposia Coordination RFP**

**FAU # 0905050512**

**QUESTIONS AND ANSWERS**

**Question 1**

Can you define what you require in regard to references? Do you want written recommendations from three references?

**Answer 1**

We do not require written recommendations from the three parties you select as references.

In Section C.1, "Bidder Experience," we first require bidders to provide a list of all relevant clients within the past 10 years. Then, from that list, bidders must select three separate client references and provide the following information for each of the three:

- Name of client organization
- Contact name (and their professional title)
- Client mailing address and telephone number
- Name of event/conference that bidder developed, coordinated and/or managed for this client
- Brief description of the services provided by bidder
- Number of meeting participants
- Estimated budget
- Reports produced
- Other relevant information

For proposals that meet the minimum criteria listed in Section C.3, Method of Award, a review panel member will then contact the three references to discuss the nature and quality of the bidder's business experience with each organization.

**Question 2**

The city listed in the table titled "Key Assumptions for a Proposal for One Event" is New York City (Section C.1). My organization is not located in New York City. Can I still submit a proposal?

**Answer 2**

Yes, but you must formulate your proposal based upon your use of a New York City venue. See Section B.3 of the RFP for symposia location requirements.